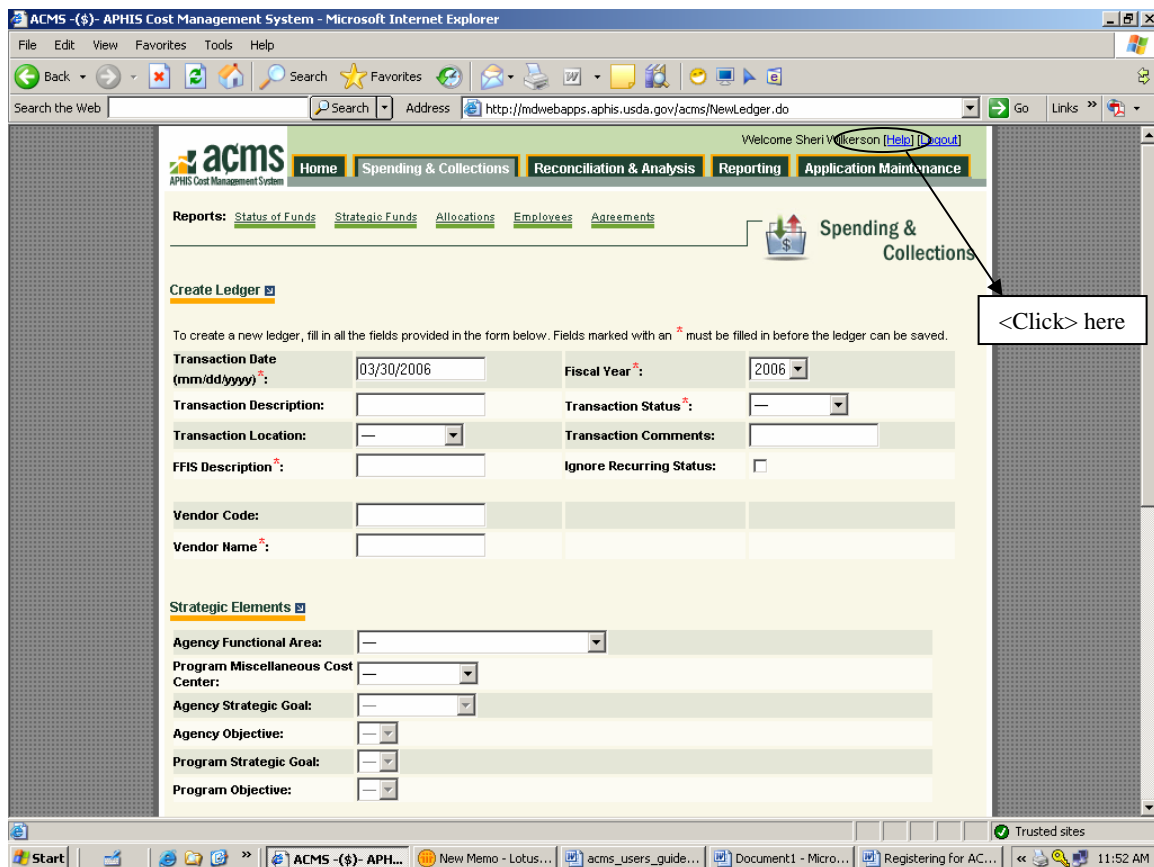## ACMS HELP

The ACMS features a page based help system. Instead of including a help index that users would have to search through to find what they are looking for, users may gain access to information for the page they are working on by clicking on the help link. Each page features help content that has been designed specifically for that page.
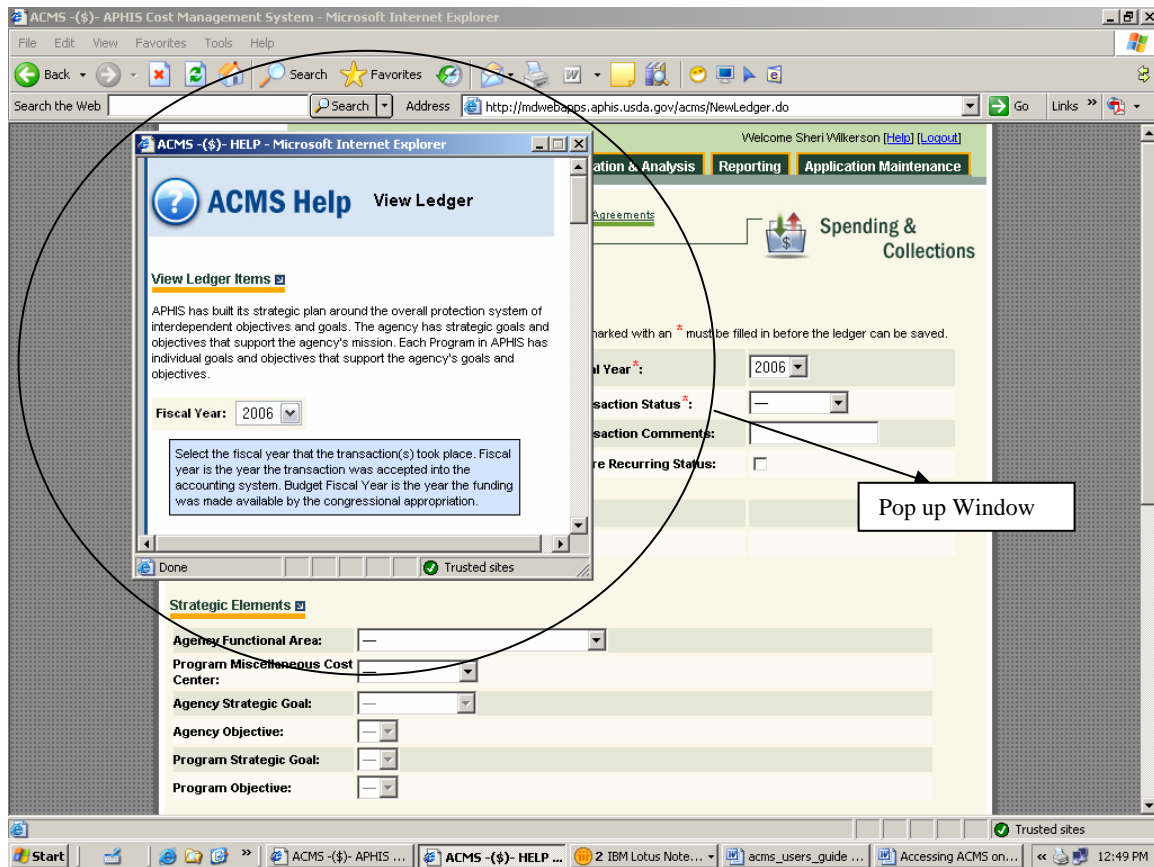
- The ACMS has an Online help system to aid you throughout the application. The help can be accessed from any page via a link in the top right had corner of navigation.
- If you have suggestions, please email the **MRPBS FMD – BEST** group.
- Using your web browser's menu you can print any of the help screens.
- Help is page specific:
  - The Help will display all fields specific to current page.
  - There are external links and resources at the bottom of the help page.

Step 1:

1. To access the ACMS online help, you must <**Click**> the Help button. This is located at the top of the screen.

Step 2:

2. Clicking the **Help Link** will launch a pop-up window that will display the help text for that specific page. Each help page will provide descriptions and examples for all the fields displayed on that page and the help will also provide additional resources should you need them. **You can print the ACMS online line help box.**

Popups provide additional information on visual icon links.
Hover over the icon and a popup will appear with a text explanation.

List Bills

The following list displays all bills that have been entered into the ACMS system for this agreement document. To generate bills, click the Generate Bill button. Click Dollar Allocation to allocate dollar amount to bill categories. Click Billing Info to enter billing information to be displayed on the generated bills.

Agreement Number:	06- 7226- 4301- RA
Accounting Code:	6737226018
Cooperator:	US Department of the Interior

7 items found.

ID ∧	Bill Number ▪	Period/Quarter ▪	Bill Total ▪	Billing Date ▪	Status ▪	Action
166658	7226-6001	1	5,000.00	2006-04-17	Unprocessed	
166667	7226-6002	2	2,560.00	2006-04-17	Processed	
173354	7226-6003	2	2,500.00	2006-04-25	Unprocessed	
173360	7226-6004	3	1,706.67	2006-04-25	Processed	View Bill
173370	7226-6005	3	125.00	2006-04-25	Processed	
174069	7226-6006	1	1,666.67	2006-04-27	Processed	
174232	7226-6007	1	2,500.00	2006-04-27	Processed	

[Generate Bill]   [Dollar Allocation]   [Billing Info]   [Cancel]

Icon popup